

Commission for Statewide Contracts to  
Support Employment for Individuals with Disabilities  
Division for the Visually Impaired  
1901 N. DuPont Highway  
Biggs Bldg. Conference Room  
New Castle, DE 19720  
Meeting Minutes  
April 16, 2019

**Members Present:** Clint Walker, Chair; Doyle Dobbins, Vice Chair; Cindy Farmer, member; Dean Stotler, Director; Government Support Services (GSS); Elisha Jenkins, Director; Division for the Visually Impaired (DVI/Ex-Officio) and Thomas Cook, Ability Network of Delaware (A.N.D./Ex-Officio).

**Members Present by Phone:** Julie (Jo) Donoghue, Deputy Attorney General, (DAG/Counsel) and Jamie Johnstone, Department of Finance.

**Members Absent:** Carvella Jackson, member, and Cynthia Fairwell, Department of Labor, Vocational Rehabilitation (DOL/VR).

**Others Present:** Michele Hamilton, Division for the Visually Impaired (DVI); Jill Morrison, Division for the Visually Impaired (DVI); Mickey Kelley, Ability Network of Delaware (A.N.D.) and present by phone, Lloyd Schmitz, member of the public.

A quorum was determined and the meeting was called to order at 2:07 PM.

**Approval of Minutes:**

Dean Stotler moved to accept the February 19, 2019 meeting minutes. Doyle Dobbins seconded the motion. Motion carried.

**Old Business:**

None presented.

**New Business:**

- A.N.D.'s request to remove three sites from set-aside contracts; DART, DDDS-Georgetown, and DDDS – Milford. Dean Stotler made the motion to approve the request with the provision that the contract surrender letter from EasterSeals be posted to the public meeting calendar. Doyle Dobbins seconded. Motion carried.
- The Commission agreed that workforce concerns, which was the cause for the surrender of the janitorial set aside contract locations be mentioned in the Annual Report.
- A.N.D.'s request for approval of the corrections to the February (minimum wage increase) price adjustment on the set-aside janitorial contracts. Dean Stotler made the motion to accept the corrections. Doyle Dobbins seconded the motion. Motion carried.

**Report of the Chair:**

The Chair did not have an additional report.

**Report of the Sub-Committees:**

- Regulations Sub-Committee: No report.
- Central Non-Profit Agencies Subcommittee: Dean Stotler reported that the application period remains open until April 30, 2019, and will give a report of any applications received at the next Commission meeting.

**Report-Ability Network of Delaware (A.N.D.)**

- Thomas Cook reported that ongoing discussions are occurring with the new Business Development Consultant addressing outreach to counties and municipalities for new contracts.
- Mickey Kelley reported that a discussion is ongoing with Sussex County and may be presenting a proposal for document and mail preparation by April 30, 2019.
- A.N.D. is performing site visits with the City of Dover and there may be an opportunity to develop a partnership with Kent Sussex Industries (KSI) and FedCap.

**Public Comment:**

- Lloyd Schmitz made the request to the Commission to invite a member of the Department of Human Resources (DHR)-Selective Service Job Posting to attend a meeting.
- Lloyd Schmitz expressed concerns with the posting of the Request for Proposal (RFP) for Food Trucks. He also indicated that he would like clarification of the acronym DSM used in the RFP.

**Adjournment:**

Dean Stotler made the motion to adjourn. Motion carried.

Meeting adjourned at 2:59 PM.

Next meeting date is Tuesday, May 21, 2019 at the Division for the Visually Impaired  
1901 N. DuPont Highway, Biggs Bldg., Conference Room, New Castle, DE 19720

Respectfully submitted,  
Michele Hamilton  
Administrative Specialist  
Division for the Visually Impaired